

CITY OF FRESNO
DEVELOPMENT DEPARTMENT

Policies & Procedures

ADDRESSING

ISSUE NO. 15

TITLE: VOLUME 5: ADDRESSING OFFICE AND INDUSTRIAL COMPLEXES

ESTABLISHED: NOVEMBER 18, 1996

STATEMENT:

With the new computer permits system coming online, the Department is taking steps to set a process for the addressing of properties. This issue, the fifth of a series on addressing, establishes the procedures for addressing office and industrial complexes. These are projects that have more than one building and/or tenant unit per parcel of land.

REFERENCES:

Fresno Municipal Code;

Article 13, of Chapter 12 (The Zoning Ordinance), of the Fresno Municipal Code.

Development Department Policy;

Refer to P&P: Volume 1: Address Numbering Systems to determine the correct numbering system and how to apply the street numbers; odd/even, sequential, spacing, base lines, etc.

PROCEDURES:

These types of projects will have multiple tenants occupying multiple buildings (or portions of buildings), demanding more than one official address per parcel. The objective of this issue is to determine an addressing system that will: 1) Provide a "site" address; 2) Provide a separate official address for each tenant; 3) Simplify the address for official records; and 4) Provide a system compatible with the GIS and HTE computer systems for City records and the issuance of building permits.

The analyst shall take the following steps in providing a sound and logical addressing sequence for this type of project.

1. Locate your project in the City of Fresno and determine which addressing system is applicable (refer to Volume 1 of Addressing).
2. Gather as much information as possible about the addresses surrounding your project. Typical sources are; tract maps, parcel map, special permits, APN sheets, JAF, microfiche, personal knowledge, GIS, HTE, etc.
3. There will be four steps in determining the full address for this type of project; a) street name

(which will include a compass direction and suffix if appropriate), b) street number, c) building alpha identification, and d) suite numeric designation.

- A. The street name for your site shall be identified by the primary vehicular access point to the office or industrial complex. Care must be taken to ensure that an office or industrial development be addressed to a street to which it has access. The following items describe the different project designs you may encounter and how you will determine the street name.
- 1) If the project has one street frontage, no matter the number of vehicular entrances, assign that street name.
 - 2) If the project has vehicular access from one street, and an emergency access from a different street, ignore the emergency access and assign the primary street name.
 - 3) If the project has vehicular access from two streets, and the internal circulation pattern from those access points do not connect, assign two separate street names accordingly.
 - 4) If the project has vehicular access from two streets, and the internal circulation patterns from those access points do connect, use your intuitive skills, **and common sense**, to determine the primary entrance, and assign that street name.
 - 5) For the unusual projects that have access points from more than two streets, use the same logic and skills as called for above.
- B. Since this type of project is usually an integrated design, consisting of one or more parcels, you will assign one street number to the project site in determining the official street address. With the information gleaned from the sources mentioned earlier, you can determine the street number for your project. The street number, without any kind of qualifier, will be used as the "SITE ADDRESS". Refer to P&P issue, Volume 1: Address Numbering System, for assistance in determining the correct street number.

EXCEPTION: When there are two access points whose internal driveways do not connect (See 3-A-3 above), or as described in the special circumstances outlined in paragraph 4 below, you shall determine street number ranges for each street name.

- C. After you have determined the street name and number, you will assign each building an **alpha** designation; i.e., A, B, C, D... as the third step in determining the official street address. This building alpha identification will only be used on the hard copy site plan for reference purposes. It will not be input to GIS or the HTE system, nor will it be used in the official address.

NOTE: In HTE, for building permit purposes only, whenever there are more than one

tenant in a building, a + shall be put in the "apartment" field of the lowest suite number address assigned to that building to enable permits to be issued for the "building", not individual tenants.

The most important criteria to establish in addressing this type of project, is to determine a starting point so that a constant and consistent numbering system can be installed anywhere throughout the City of Fresno.

To select the starting point in a multi-tenant/building Office or industrial complex, choose the first building on the right as you enter the project site via the primary entrance. This location establishes the lowest number for suite numbers in the project.

Most of these projects are arranged in a linear or circular fashion, with one or more driveways. Beginning at the chosen starting point and going to the right (counterclockwise), label the first main building on the right as BUILDING "A". Continue in alpha order around the complex using all alpha characters. If needed for large complexes, continue the alphabet with double letters, i.e., AA, BB, CC, DD...

If there are buildings on exactly opposite sides of the internal drive, label the building on the right side first. Continue assigning alpha designations in linear sequence, counterclockwise, to all main buildings until you return to the starting point. It is very important to determine an orderly building identification sequence, as it will also determine the orderly sequential assignment of unit numbers as set forth below.

Afterwards, and in the same manner, if there are accessory buildings (carports, garages, recreation buildings, storage buildings, etc.), designate them with double letters beginning with "AA", or if double letters are already being used for main buildings, begin where they left off.

- D. The fourth and final step is to assign suite numbers to individual tenant spaces within the complex. Begin assigning the appropriate suite numbers in the sequence established by the building alpha designations. Assign the first tenant space on the ground floor of BUILDING "A", suite number 101, continuing to suite number 199.
- 1) Using the information given by the applicant/developer, you will assign either a single suite number for a known tenant occupying an entire building, or a range of suite numbers at a ratio of one suite number for each twenty (20) feet of building frontage.
 - 2) When determining the single or range of suite numbers or range for a building, create a wide enough space between the suite number range of each building to allow for expansion and changes to occur.
 - 3) Finish assigning street numbers in Building "A" before moving to Building "B". Keep the orderly sequence as firm as possible.

There will be project designs that simply are not conducive to this orderly sequence of addressing. In those cases, as always:

USE COMMON SENSE!!!!!!

4. For large projects with more than 100 units on ground and/or any other floor, the following special circumstances will apply.
 - A. Encourage the applicant to design the project so that there are two internal drive systems that do not connect. If this is done, the addressing may be separated with two street numbers, each having its own alpha designations and suite numbers.
 - B. If it is not possible to have separate internal drives, the analyst shall determine a logical division of the site into two address systems as if the internal drives do not connect. In this case, there shall be special conditions for the posting of addresses on the site and the buildings as follows:
 - 1) The street number and range of suite numbers for each system shall be prominently displayed at each corresponding entrance.
 - 2) The street number and range of suite numbers shall be prominently displayed on each building in the entire project.
5. Use two digit unit numbers only for those units that are below ground level; basement units.
6. If a building has multiple stories, use the same suite number range on the second floor, except start the suite numbers with a "2"; if a third floor, start with a "3", etc. For continuity, keep the same suite number "201" over "101" if possible. Tenant changes over time may very well jumble this ideal juxtaposition of suite numbers.
7. Use a working copy of the project and lay out the building alpha and suite number designations for the project. If you do this, you will be able to make corrections without cluttering the original site plan that you will use to formally assign street addresses. When you are satisfied that the alpha and numeric designations fit, and that you have the correct linear sequences, you are ready to transfer the information to the original site plan for official street addresses.
8. Before proceeding, **double check** and even **triple check** your designations. Be sure that you have; the correct street name; proper (or no) compass direction, odd vs. even street number, in proper sequence, fitting into the existing sequence of street numbers, and that the sequence of building alpha and suite numeric designations are correct.
9. Using a felt tip pen, preferably a different color than the site plan, (green does nicely on blue line prints), transfer the information from the working copy to the original site plan.

10. When completed, place the **OFFICIAL ADDRESS NUMBERS** stamp in a conspicuous place, and sign and date accordingly.
11. Make a reduced copy of the map (8 1/2" x 11" if legible, otherwise 11" x 17") and give the original site plan and a reduced copy to the Senior Admin Clerk (Carolyn Clark) who will distribute copies of the **official address plan** to the different agencies. The original address plan will be place in the Book of Address Plans.
12. Route a copy of the site plan to the Address Team for input into the GIS system which, in turn, will update the HTE system.
13. Place a copy of the address plan into the special permit file.

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STATEMENT: History of Changes

Date of Revision	Changes To	Comment
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